



The Essex Institute

Annual Report

INCLUDING THE INSTITUTE BY-LAWS

April 1, 1980 - March 31, 1981



The Essex Institute

Annual Report

INCLUDING THE INSTITUTE BY-LAWS

April 1, 1980 - March 31, 1981

ESSEX INSTITUTE ANNUAL REPORT
April 1, 1980-March 31, 1981

1

Executive Committee[†]
(As of June 1, 1981)

Edward H. Osgood, <u>President</u>	E. 1969-
Andrew Oliver*, <u>Vice-President</u>	C. 1970-76, E. 1973-
Stuart W. Pratt, <u>Vice-President</u>	C. 1977-79, E. 1980-
William L. Saltonstall, <u>Vice-President</u>	C. 1979-80, E. 1980-
Peter B. Seamans, <u>Vice-President & Asst. Secretary</u>	C. 1972-78, E. 1973-
Charles S. Tapley, <u>Vice-President</u>	C. 1950-53, 1956-77, E. 1951-73, 1979-
Richard S. West*, <u>Vice-President</u>	C. 1967-77, E. 1974-
Albert Goodhue*, <u>Secretary</u>	C. 1954-78, E. 1962-
H. Gilman Nichols, <u>Treasurer</u>	C. 1977-78, E. 1978-

Council
(As of April 28, 1981)

Term expires 1982

W. Gardner Barker, C. 1980-
Mrs. Paul T. Haskell, C. 1976
Mrs. Edward L. Peirson, C. 1978-
Nicholas Xanthaky, C. 1980-

Term expires 1983

Frederick S. Allis, Jr., C. 1979-
John J. Fox., C. 1979-
William C. Loring, C. 1979-
Francis P. Story, C. 1979-

Term expires 1984

Frank McQ. Gring, C. 1976-
Roger H. Hallowell, C. 1980-
Kevin B. Harrington, C. 1980-
Mrs. Emerson T. Oliver, 1980-

Term expires 1985

Thomas A. Askew, Jr., C. 1980
Nathaniel S. Coolidge, C. 1979-
Cornelius C. Felton, C. 1976-
Frederic A. Sharf, C. 1981-

Ex Officio

Mrs. Patrick Conley, Chairman, Ladies Committee (October 1979-)

† "C" indicates Council; "E" indicates Executive Committee. Members of the Executive Committee are not required to be members of the Council.

* Former presidents of the Essex Institute

Honorary Curators
(As of April 22, 1981)

Honorary Curator of Silver

Honorary Curator of Costumes

Honorary Curator of Dolls

Honorary Curator of Furniture and Pewter

Honorary Curator of Military Collections

Honorary Curator of Paintings

Martha Gandy Fales

John R. Burbidge

Madeline O. Merrill

Dean A. Fales, Jr.

Malcolm Johnson

Nina Fletcher Little

Committees

1980 - 1981

The president is a member of all committees
and the director is an ex-officio member

EXECUTIVE COMMITTEE, SPECIALE. H. Osgood, Chairman

H. Gilman Nichols

Albert Goodhue

Andrew Oliver

Stuart W. Pratt

William L. Saltonstall

Peter B. Seamans

Charles S. Tapley

Richard S. West

Bryant F. Tolles, Jr.

FINANCE COMMITTEE, STANDINGH. Gilman Nichols, Chairman

Edward H. Osgood

Richard S. West

LIBRARY COMMITTEE, STANDINGJohn J. Fox, Chairman

Thomas A. Askew, Jr.

C. Conway Felton, Jr.

Robert W. Lovett

Caroline Shillaber

Charles S. Tapley

Richard B. Trask

Robinson Murray, III

PUBLICATIONS COMMITTEE, STANDINGFrederick S. Allis, Jr., Chairman

Thomas A. Askew

W. Hammond Bowden

Mrs. Bertram K. Little

Andrew Oliver

Rollo G. Silver

J. P. Spang, III

NOMINATING COMMITTEE, SPECIALPeter B. Seamans, Chairman

Mrs. Emerson Oliver

H. Gilman Nichols

Stuart W. Pratt

SHIP ROCK COMMITTEE, SPECIALStuart Pratt, Chairman

Albert Goodhue

Mrs. Sarah Robbins

Paul F. Ducey

LADIES COMMITTEEMrs. Patrick Conley, Chairman

MUSEUM COMMITTEE, STANDINGMrs. Paul T. Haskell, Chairman

W. Gardner Barker

Mrs. W. Benjamin Bacon

Sargent Bradlee

Albert Goodhue

Bartlett Hayes, Jr.

William C. Loring

Mrs. James Marsh

Mrs. Edward L. Peirson

Stuart W. Pratt

Frederick Sharf

Richard S. West

Anne Farnam

MUSEUM ROYALTIES COMMITTEE, SPECIALMrs. Edward L. Peirson, Chairman

Mrs. Albert Goodhue

Mrs. Wilbur T. Moulton

Mrs. Dwain B. Smith

Anne Farnam

MAINTENANCE COMMITTEE, STANDINGStuart W. Pratt, Chairman

James H. Ballou

Frank M. Gring

Roger H. Hallowell

Mrs. Emerson T. Oliver

Earl P. Phinney

Stanley M. Smith

Paul F. Ducey

Dean T. Lahikainen

Charles A. Steward

DEVELOPMENT COMMITTEE, SPECIALRichard S. West, Chairman

Nathaniel Coolidge

Mrs. W. Benjamin Bacon

EDUCATION COMMITTEE, SPECIALWilliam L. Saltonstall, Chairman

John J. Fox

Kevin B. Harrington

Mrs. Stephen W. Phillips

Nicholas Xanthaky

K. David Goss

PUBLIC RELATIONS COMMITTEE, SPECIALPeter B. Seamans, Chairman

W. Gardner Barker

Roger H. Hallowell

Francis P. Story

Phyllis Shutzer

STAFF

April 1, 1980 - March 31, 1981

Bryant F. Tolles, Jr., Director

LIBRARY

Librarian

Bryant F. Tolles, Jr.

Associate Librarian

Robinson Murray III

Assistant Librarian

Miss Mary M. Ritchie

Reference Librarian

Mrs. Arthur R. Norton

Manuscript LibrarianEllen D. Mark ¹Caroline Preston ²Administrative Assistant

Marylou Birchmore

Manuscript ConservatorNancy C. Barthelemy ³Manuscript ProcessorPrudence K. Backman ⁴Library Volunteers

Ms. Josephine Carothers

Arthur W. Cyr

Walter G. Droque

Cornelius C. Felton

Mrs. Thelma H. Jenney

Mrs. Joyce King

Jack Morse

Mrs. Barbara Sanders

Oliver Sargent

Librarian Emeritus

Dorothy M. Potter

MAINTENANCE

Superintendent

Paul F. Ducey

Assistant SuperintendentPaul S. Marshall ⁵Edward C. Tardiff ⁶

MAINTENANCE (cont.)

Maintenance AssistantsArthur Irving ⁷John Thomas ⁸*Chalmers C. Congdon ⁹Stephen Schauffler ¹⁰Dave Kelly ¹¹Walter Barrett ¹²Kevin Cleary ¹³Consultant

*Ray K. Moore, Supt. Emeritus

Housekeepers

Mrs. Edward F. Marquis

Mrs. Lorraine C. Barker

Constables

Harold J. Shallow

*Louis E. Dionne

*Walter Kulas, Sr.

*James Marshall

MUSEUM

Curator

Anne Farnam

Associate Curator

Dean T. Lahikainen

Assistant Curator for the Museum

John Hardy Wright

Registrar

Bettina A. Norton

Museum Assistants

*Miss Mary Silver Smith

*Elaine D. Bonney ¹⁴*Kathleen Savage ¹⁵Administrative AssistantsAnne Wallace ¹⁶Anne A. Verplanck ¹⁷

1. to 3/31/81

2. 3/9/81

3. 7/7/80

4. 7/14/80

5. to 1/1/81

6. 1/19/81-3/19/81

7. CETA, to 11/26/80

8. CETA, to 11/17/80

9. 6/23/80-8/21/80

10. 4/11/80-9/15/80

11. 4/22/80-7/31/80

12. CETA, 12/1/80

13. CETA, 1/5/81

14. to 7/31/80

15. 10/15/80

16. to 6/26/80

17. 9/21/80

* Part time

+ Temporary

MUSEUM (cont.)

Boston University American
Studies Scholar

John Klemundt 18

National Endowment for the
Arts/Boston University Intern

Karen Guffy 19

Tanya Boyette 20

House Guides

*+Laura Barnes

*+Kimberly Brennan

*+Honor Hull

*+Elizabeth Krase

*+Paulette Marie

* Mrs. Montgomery Merrill

* Mrs. Ray Moore

*+Anita Moulton

* Kathleen Savage

*+Susanna Shea

*+Ellen Steeves

House Custodians

Mr. & Mrs. K. David Goss

Mr. & Mrs. Robinson Murray

Mr. Paul Ducey

Museum Volunteers

Steven J. Adolphson

Elaine G. Bonney 21

COORDINATOR OF COMMUNITY RELATIONS

Mrs. Alvin Shutzer

Community Relations Volunteers

Mr. and Mrs. E. Donald Carlin

Mrs. Anne Nazaroff

COORDINATOR OF EDUCATION

K. David Goss

Assistant Coordinator

Amy Wood Richardson 22

Donna C. Grau 23

Education Volunteers

Mrs. Gertrude Freedman

Christopher Hall

EDUCATION (cont.)

Education Interns

Michael Doll 24

Thomas Dewey 25

Suzie Shigo 26

ADMINISTRATION

Business Officer

Charles A. Steward

Assistant Treasurers

Peter R. Doran

*Edward W. Dennis

Assistant to the Director

Mrs. Lincoln D. Richardson

Publications & Office Manager

Mrs. Irving J. Duffy

Development Assistant

Mrs. James A. Ostheimer

Administrative Receptionist

Mrs. Richard E. Farley

Supervisor on Weekends

George H. Gossom, Jr.

Tellers

*+Alicia Jewett 27

*+Jennifer Williams 28

* Janice Matula

*+Hope Smith 29

Shop Assistants

*+Mary Crook 30

*+Bethany Fowler

Office Volunteers

Mrs. Robert W. Osgood

Mrs. Gary A. Peterson

PUBLICATIONS

Editor, Historical Collections

Bryant F. Tolles, Jr.

Managing Editor, H. Collections

Katherine W. Richardson

Publications Volunteers

Miss Eleanor Broadhead

Miss Margaret Fitzgerald

18. 9/1/80

19. 4/1/80-8/1/80

20. 1/2/81

21. 8/1/80

22. to 8/15/80

23. 8/25/80-3/26/81

24. 2/1/81

25. to 5/1/80

26. to 5/1/80

27. 6/3/80-8/1/80

28. 8/2/80

29. 6/1/80-9/1/80

30. to 3/2/81

* Part time

+ Temporary

ESSEX INSTITUTE - LADIES COMMITTEE
1980 - 1981

Mrs. W. B. Bacon
Mrs. W. Gardner Barker
Mrs. A. Peaver Barton
Mrs. Marcus Beebe
Mrs. Oliver K. Black
Mrs. Richard P. Breed, Jr.
Mrs. William J. Breed
Mrs. Gordon L. Brown
Mrs. H. Glover Butler

Mrs. D. C. Cahoon
Mrs. William Carpenter, Jr.
Mrs. Allan M. Chagan
Mrs. Patrick Conley
Mrs. William Cox
Mrs. William Creamer

Mrs. Ralph Doering, Jr.
Mrs. Alfred Donovan

Mrs. Stuart N. Gardner
Mrs. Albert Goodhue
Mrs. Roger Greenslet
Mrs. Frank McQ. Gring

Mrs. Carter Harrison
Mrs. Owen Hearty
Mrs. Robert L. Howie

Mrs. Claude K. Jones

Mrs. Leonard B. Kilgore
Mrs. Elizabeth C. King

Mrs. George Lail
Mrs. Richard D. Lemmerman

Mrs. James A. Marsh
Mrs. Bertram T. Martin
Mrs. Henry L. Mason
Mrs. Vincent McGrath
Mrs. James A. Morrison
Mrs. Wilbur T. Moulton

Mrs. Bradley P. Noyes

Mrs. Emerson T. Oliver
Mrs. Robert L. Osgood
Mrs. Robert W. Osgood

Mrs. Edward L. Peirson
Mrs. Gary A. Peterson
Mrs. Drayton Phillips
Miss Molly Pitcher
Mrs. Louis Pocharski
Mrs. Stuart Pratt

Mrs. Joseph C. Roper, Jr.

Mrs. James F. St. Clair
Mrs. George Sausele
Mrs. Robert R. Shapiro
Mrs. Benjamin Shreve
Mrs. Dwain B. Smith
Miss Beatrice Stasinopolous
Miss Rilda Stuart

Mrs. Bryant F. Tolles, Jr.

Mrs. Howard Ward
Mrs. William C. Wheaton

Mrs. Robert G. Young

Mrs. Paul Zaido
Mrs. Joseph Zelinsky

ESSEX INSTITUTE - LADIES COMMITTEE
1980 - 1981
ASSOCIATES

Mrs. Douglas F. Allen

Mrs. E. Randall Jackson

Mrs. John Ballou

Mrs. F. Corning Kenly, Jr.

Mrs. George Benson

Mrs. Henry Binney

Mrs. Philip Lord

Mrs. Philip Bourne

Mrs. Vincent Lyness

Mrs. Richard P. Breed

Mrs. Francis Brown, Jr.

Mrs. Wilfred Marchand

Mrs. Eric N. Meakin

Mrs. Louis C. Copeland

Mrs. Robert R. Minturn

Mrs. Frederick J. Davis

Mrs. Edward H. Osgood

Mrs. William D. English

Mrs. Edward Parker

Mrs. Anthony Patton

Mrs. W. Sidney Felton

Mrs. William H. Robinson, Jr.

Mrs. John Hand

Mrs. Richard Russell

Mrs. Paul T. Haskell

Mrs. John Haug

Mrs. Richard Thorndike

Mrs. Richard D. Hill

Mrs. Gerald B. Townsend

Mrs. H. Sherman Holcomb

Mrs. William Houghton

Mrs. Richard S. West

Mrs. Harry Houlberg

Mrs. Lyon Weyburn

Mrs. David Wheatland

REPORT OF THE PRESIDENT

(Comments of the president given before the membership, at the Annual Meeting held April 28, 1981)

This evening I am going to share with you some of the problems which concern the Council. They are money problems--and that, I am sure, comes as no surprise. They are brought about principally by inflation, with which all of us have to struggle.

Under Dick West's direction as president and Bryant Tolles's as director, we have seen the Institute grow--not in terms of physical assets, although we have received many wonderful additions to our collections--but rather in "inner strength." Bryant Tolles has brought together a thoroughly professional staff, and we have all seen the results of its efforts to interpret the collections through published booklets and exhibitions. In each of the past five years there have been two or three major exhibits each year plus several smaller ones. In the year just ended we put on two major and ten other shows.

We have seen the education department develop and provide a significant service to Essex County school systems and their teachers as well as courses in adult education.

The publication department has been busy and now has almost completed an important work on Samuel McIntire. We are fortunate to own virtually all of his known drawings and correspondence.

We have also undertaken extensive renovation of storage areas to enable us to better know what we have and to properly preserve these wonderful things for the future. We have, to the best of our financial ability, endeavored to maintain our period houses and to take all practical steps to conserve energy.

We have reached out to the tourist community, both locally through cooperation with the City of Salem and our sister institutions and by advertising in national magazines such as Time and Newsweek, as well as, I am told, Playboy and Penthouse! All of this came about because Phyllis Shuuzer found it could be done without cost to us. We are today better known than ever before.

That is a very brief summary of what has been done, and I have not touched all the bases. I believe we have made progress, and I would cite the following as evidence thereof:

	<u>1976-77</u>	<u>1980-81</u>
Admission Income	\$24,000	\$35,000
Attendance Figures	47,000	80,000 (children, groups, etc.)
Membership Income	\$19,800	\$31,000
Grants (for all purposes)	\$227,700	(total)
Restricted Gifts to endowment (avg.)	\$21,600	over 5 years
Unrestricted Gifts to endowment (avg.)	\$10,000	over 5 years
Gross Endowment Income	\$198,000	\$264,000

I believe these data indicate that we have made progress and that we have a healthy and worthwhile institution--and that's good news.

Now for the bad news. I want to discuss with you some of our problems. We have incurred deficits in each of the past five years:

	1976-77	\$ 44,800
	1977-78	50,137
	1978-79	32,400
	1979-80	68,422
	1980-81	85,800
Budget	1981-82	120,000

It is quite obvious that we cannot go on indefinitely incurring growing deficits.

The Council has considered ways and means to reduce all costs. There is little we can do to reduce salary expense. We consider that we now have a lean staff. We cannot make significant cuts without curtailing programs. As to fuel, another major cost, we have taken and are taking steps towards energy conservation. I do not believe, however, that we are going to be able to balance the budget by reducing expenses without radically changing the programs we offer. The answer, therefore, must lie on the income side. I have spoken about the increases that have come from admissions and endowment income. While the annual appeal brought in about \$36,000 last year as compared with an average of \$26,000 for the four previous years, it was far short of the goal of \$100,000. I hope that in future years we will reach that goal. On behalf of the Council, I thank you for what you have done and ask that you keep up the good work. The trouble is that a goal of \$100,000 in 1980 becomes a larger figure every year, depending upon what rate you want to crank in for inflation.

So what is the answer? We will continue to search for every means of controlling costs and increasing current revenues, but that alone will probably not solve our problem. The Council believes

that the solution lies in additional endowment. We are currently exploring the alternative of a capital campaign. The timing and goals are not yet decided. I felt, however, that you should know now the direction of the Council's thinking. Let us consider these problems, and their solutions, together. I welcome your comments and your continuing support.

Respectfully submitted,

EDWARD H. OSGOOD
President




Serigraph artist Will Barnet lectures to an Institute audience.
Photo courtesy of the Gainsboro Studio.

REPORT OF THE DIRECTOR

Each year when I sit down to summarize on paper the previous year at the Essex Institute for this printed report, I find this task a stimulating but difficult challenge. There is such diversity and fascination to what we do here that to capture all of the high points, let alone the details, in capsule form, and to do them proper justice, always seems a near impossibility! This, I believe, says something very positive about our organization, and the service role which it is performing for the Essex County and broader communities. We are complex in structure and programs, and hence unique among historical agencies in the New England region. Currently, in the face of sobering financial challenges (see REPORT OF THE PRESIDENT), we are struggling to maintain the Institute's special quality. We do not want this quality to be in any way compromised--with your help we will endeavor to continue on our presently productive course.

What were the high points on 1980-81 and how did they reflect the Institute's current operating philosophy? We have spoken and written often about community outreach in recent years, and we have continued to pursue this goal throughout the year, while recognizing that we still have a long way to go to achieve the ideal. Signs of significant progress stand out, however. We maintained a high profile in the media, as exemplified by our full-page public service



LOOKING UPWARD
to American History
can be fun!

For the most complete
visit into the past of
Salem, Massachusetts

visit the
ESSEX INSTITUTE

Museum, galleries and
seven authentic period
houses.

Guided tours arranged.

Call (617) 744-3390 or write
Essex Institute, 132 Essex St.,
Salem, MA 01970

This promotional advertisement for the Institute, starring Constable Harold Shallow and Community Relations Coordinator Phyllis Shutzer, appeared in a number of national magazines. Photo courtesy of Gainsboro Studio.

Annual Report

ads in national magazines and the positive efforts of the new Salem Museums Collaborative. Despite the effects of inflation, proposition 2½, and increased fees, annual attendance rose slightly to about 80,000. Our programming efforts were recognized through grants from the Massachusetts Historical Commission for main complex facade repair and provision of equal access; from the National Endowment for the Humanities for manuscript cataloguing; from the Massachusetts Council for the Arts and Humanities for our education program and manuscript map conservation; from the Salem Marine Society for restoration of the Curwen ledger books; from the National Endowment for the Arts for the C.E.L. Green exhibition, portrait conservation, a portrait collection booklet, and completion of the attic storage area of Plummer Hall; and from several private foundations for special projects and our annual appeal. Our Corporate/Institutional membership program, initiated in 1975, has now enrolled just under 100 members, and brings approximately \$10,000 of annual nonendowment income to the Institute. Offering events at a rate of at least one monthly, we encountered the very pleasant problem as to how to accommodate increasingly larger audiences in the auditorium and museum galleries -- for the second year in a row the March Lyceum Lecture had to be moved to another hall in Salem so that we could admit all who wanted to attend.

The education department initiated several new curriculum programs last year, including "Early American Painting and Folk Art,"

and "Flax and Fleece," which teaches schoolchildren basic spinning and weaving techniques. The department sponsored special events, participated in a number of teacher training workshops, and dramatically increased "outreach" museum programs so that henceforth at least twenty percent of all education offerings will be in the schools--with school department budgets continuing to shrink, we expect this trend to continue, and to make appropriate program adjustments.

Certainly nothing is more illustrative of a museum's level of activity and its degree of commitment to the surrounding community than its exhibition program. The year 1980-81 was a distinguished year of accomplishment in this area at the Institute. There were an unprecedented number of incoming loans for these exhibitions, two of which entailed close cooperation with other institutions. Our principal summer show, one which proved extremely popular, was "Nathaniel Hawthorne: The Salem Years," a joint museum-library department undertaking conducted in conjunction with the House of Seven Gables and featuring items from the rich personal collections of C.E. Frazer Clark. It was paired with our annual exhibition of artifacts and documents dealing with the 1692 Salem witch trials, and a wonderful display of the paintings of the local artist C.E.L. Green, which subsequently was reinstalled at the Brockton (Massachusetts) Art Museum. Other gallery exhibits focused on "Children of Essex

County," the prints of Beverly-born artist Will Barnet, tools and trade catalogues, quilts and coverlets, and recent accessions.

A couple of years ago the library staff launched into the exhibition field on a regular basis, and this meritorious pattern continued last year. We took great pleasure in mounting two commemorative displays (see below), one treating the 125th anniversary of Salem State College, and the other, the 100th anniversary of the Salem Evening News. Other topics developed were "Broadside Ballads," "Recent Additions to the Ward-China Library," "Summers Past in Essex County," and "Essex County Superior Court and 1692 Witchcraft Trial Documents." This last exhibition, still partially in place, was an appropriate capstone to one of the major Institute events of the year -- the transfer to the library on a deposit basis from the Superior Court of Essex County of the pre-1800 Superior Court (and other) records, including the extremely important witch trial papers, potentially the major attraction of all of our marvelous collections. Annual "Salem Witches..." shows in future summers will feature the papers prominently, and we expect that more people than ever before will see them and our other related objects by virtue of a new cooperative promotional arrangement with the new ownership of the Salem Witch Museum, just northwest of our complex.

In the coming seasons we plan to continue the kind of programming which, in content and style, will underscore our efforts to reach out

to all corners of Salem and Essex County. For success in this weighty undertaking, the Institute's fine staff needs the support and assistance of the entire membership, and particularly the Ladies Committee and our other devoted volunteers. We owe a tremendous debt of gratitude to all of you for helping to make 1980-81 another distinguished year of activity in the Institute's proud history.

Museum and Houses

In describing departmental activities for the year in greater depth, let me first devote space to the museum department. Staff changes included the appointment of Anne Verplanck as administrative assistant to replace Anne Wallace, who moved on to a position at M.I.T., and the selection of Kathleen Savage as museum assistant. This year's Boston University American Studies Scholar was Jay Klemundt, and our National Endowment for the Arts/Boston University interns were Karen Guffy and Tanya Boyette. Several student guides gained valuable experience guiding in our historic houses during the summer.

Our exhibition programming, to which I have previously alluded, offered high-quality thematic displays of unusual variety. In addition to the Nathaniel Hawthorne show, which entailed cooperative exhibition planning with another institution, the department, pursuing the same approach, developed a marvelously successful exhibition with the Brockton Art Museum (Mass.) treating the career and work of

the Essex County landscape painter, C.E.L. Green (1845-1915). Funded by the National Endowment for the Arts and private donations, the Green show demonstrated the practical sense in these trying financial times of sharing artistic resources with other institutions, and, hence, reaching a larger audience. We expect to do more of this kind of exhibition in the future.

In an effort to recognize significant anniversary milestones in Salem local history, we cooperatively planned a special loan show with Salem State College focusing on the history of this institution through its 125th year. This effort was followed by a special library exhibition of Institute and loan items which gave recognition to the 100th anniversary of the Salem Evening News. For the Will Barnet show of serigraph prints earlier mentioned, we borrowed from several lenders, and highlighted this undertaking with a stimulating, free-wheeling lecture by Mr. Barnet on the evening of the opening. "Early American Woodworking Tools and catalogues," "Fashions in Draperies for Windows and Beds...", and "Child Life in Early America" illustrated the richness of the Institute's own collections and were assembled entirely from our own holdings. Rotation of museum objects is important to the success of the exhibition program, and this past year provided us with ample opportunity to get things out of storage before public view.

At the special meeting in lieu of the Annual Meeting in April, Curator Anne Farnam, with the help of colored slides, summarized the

high points of our museum acquisition program for 1980-81. Accessions for the year totaled 326, and included 253 by gift, 12 by purchase, 13 by loan, and 48 as a result of discovery of hitherto uncatalogued items in the collections. From the resources of the Stuart Memorial Fund and the Museum Objects Fund, the Institute was able to acquire a silver Queen of Siam tea infuser by Franklin Porter, a superb Gardner family hatchment, five lithographs by Alan Crane (b. 1901) of Essex County scenes, three pencil drawings of Essex County scenes by Lester Hornby (1882-1956), a labeled mahogany card table (ca. 1825-30) made by J.P. Allen of Manchester, Massachusetts, and an oil painting on board entitled, Old Salem Docks and Wharves (1887) by E.A. Page. On a competitive bidding basis, duplicate items from the furniture and costume collections were disposed of, and the proceeds added to the endowment of the Museum Objects Fund.

Thanks to the kindness of many individual donors, the Institute was able to augment most of its major museum collections in 1980-81. The limited space available in this report does not permit me to list all of the many gifts received, but all donors have been thanked by mail, and many also in person for their generosity. A few of the most outstanding gifts were: eleven samplers (ca. 1914-18) made in Salem by Mary Saltonstall Parker, from Mrs. Francis Parker, Salem; two Ropes family miniature portraits (ca. 1835; sitters unknown), from

Miss Ruth R. Ropes, Salem; Chippendale desk with serpentine front and ball-and-claw feet (ca. 1760), from Mrs. Stanley Feldberg, Wellesley Hills, Massachusetts; two watercolors by Alice Cushman of The Endicott House and The Arabella in Salem Harbor (both ca. 1930), from Mrs. Jean Wolff, Garden City, New York; two Charles H. Woodbury paintings, a watercolor entitled St. Vincent and an oil entitled Walnut Grove, Ogunquit, Maine from Mr. and Mrs. David O. Woodbury, Ogunquit, Maine; costumes and doll furniture (ca. 1850-1920), from Ellen Poore Moseley Ames, Beverly Farms, Massachusetts; a collection of assorted nineteenth-century clothing, from Susanna L. Batchelder, Beverly Farms; an oil portrait of Esther Orne Gardner (ca. 1760) by Joseph Badger, from Miss Ruth Abbott, Lynnfield, Massachusetts; a watercolor of a Jamaica scene (1925) by Philip Little, from Sargent Bradlee, Beverly, Massachusetts; four prints by Will Barnet, from Henry Pearson, New York City; four panels of wallpaper (mid-nineteenth century) by Defosse et Karth of Paris depicting Washington, Franklin, Jefferson, and Lafayette, from Edward S. Moseley, West Newbury, Massachusetts; a watercolor entitled Birthplace of Nathaniel Hawthorne/ July 4, 1804, by Ross Turner, from Mr. and Mrs. Stuart P. Feld, New York City; an oil portrait of Abigail Wheeler (Moore) Lambert, possibly by Charles Osgood, from Miss Eleanor Broadhead, Salem; a wooden washing machine with metal cover, belt-driven, and one dryer, cast iron, belt-driven (both ca. 1910), from the Home for Aged Women,

Salem; a collection of eight dresses (ca. 1948-1964), from Mrs. Harold Dickenson, Marblehead, Massachusetts; a large scales-of-justice weathervane from the Lawrence Court House (blt.1912), from the Office of the County Planner, County of Essex, Salem; a wicker baby carriage (ca. 1917), from Calista M. Greenough, Danvers, Massachusetts; four pairs of spectacles and their cases (late nineteenth century) from Mrs. Frederick M. Kimball, Andover, Massachusetts; a silver plate presentation cup (ca. 1887) for a bicycle race awarded to "Uncle Bill" Boudreau, from Bertha A. Porter, Salem; a sampler (ca. 1808) made by Nancy Harding, aged seven, of Salem, from Mrs. Hubert Moore, Marlboro, Vermont; paper costumes (ca. 1900), a Chinese folding screen (ca. 1885), and textile fragments(ca.1840), from Mrs. Paul T. Haskell, Marblehead; and four dresses (ca.1850, ca. 1890; 1930, 1937), from Mrs. John Cushman, Cambridge, Massachusetts.

The past year was an unusually active one for loans "in" to the Institute, as well as loans "out." A total of 230 items were borrowed from institutions and individuals. For the C.E.L. Green exhibit of last summer and early fall we requested and received forty-six paintings and related objects; for the summer Hawthorne show here and at the House of Seven Gables, we borrowed 149 items, almost all from Mr. Clark(see introduction); and for the display of Will Barnet art, we gathered together thirty-five prints and related materials from various sources. Thirty-two loans to other institutions and individuals for special exhibits were processed, with a total of 163 recorded and shipped -- loans were extended to the New York Historical Society (New York City); the Currier Gallery

Annual Report

(Manchester, New Hampshire); the Museum of American Folk Art(New York City); the Museum of our National Heritage (Lexington, Massachusetts); the Museum of Fine Arts (Boston); the Schuyler Mansion State Historic Site (Albany, New York); the Danforth Museum, Massachusetts); the Lynn (Massachusetts) Historical Society; the Abbot Public Library (Marblehead); the Salem Hospital; the Cooper-Hewitt Museum (New York City); and the Museums at Stony Brook(New York). Annual loans were extended to Boston Tea Party Ship, Inc.(Boston); the Children's Friend and Family Service of the North Shore(Salem); the Danvers (Massachusetts)Historical Society; the Gordon-Conwell Theological Seminary (Hamilton, Massachusetts); Hamilton Hall (Salem); the Immaculate Conception Church (Salem); the Ipswich (Massachusetts) Historical Society; the Salem office of U.S. Representative Nicholas Mavroules; the Middleton (Massachusetts)Historical Society; the Museum of Transportation (Boston); the Saugus (Massachusetts) Iron Works; the Naumkeag Trust Company (Salem);the Pilgrim Society of Plymouth; the Paul Revere House (Boston); the Rowley (Massachusetts)Historical Society; the Women's Friend Society(Salem); the Salem Redevelopment Authority; the City of Salem Park Department; the Salem Corporation; the Salem National Maritime Site(Custom House); and the Office of the Mayor, City of Salem.

In other 1980-81 museum department developments, a good deal of attention was focused on the critical problem of museum storage

and the need for its rearrangement and improvement. A long-term storage plan was prepared by Curator Anne Farnam, parts of which have already been implemented (see "Maintenance..."). The staff and the Museum Committee drew up and approved a list of loan requirements to be sent to borrowers of Institute museum objects. Additional research was completed on the Ropes Mansion and the Gardner-Pingree House with the objective of more accurate historic interpretation. On October 21 the department expressed its thanks to over fifty volunteer house guides by sponsoring a one-day trip to the Robert Treat Paine House and the Gore Place in Waltham. Under Ladies Committee direction, a special members and friends bus tour was arranged for the Portsmouth, New Hampshire, area in early October. I continue to be impressed by the extent of departmental professional/scholarly activity, reflected in meeting attendance and participation, lecturing, and publication.

Library

The staff of the James Duncan Phillips Library, as is proper for a research facility such as the Institute, continued to devote the greater part of their time and energy to servicing our many reference requests. Although our library-use figures did not quite equal what they were last year, the staff still carried an extremely heavy work load. Thank goodness for our small army of volunteers! We certainly



Assistant Curator John Wright, Curator Anne Farnam, artist Will Barnett, and Director Bryant Tolles at the opening of Mr. Barnett's exhibit. Photo courtesy of Gainsboro Studio.

could not have offered quality services without their invaluable help. Our 1980-81 statistics show that a total of 2,792 visits (including 1,058 from members) were made by 1,096 readers to the reading room during the year. Of this group, 125 readers consulted manuscript collections, many for extended periods of time. As for the always-burdensome area of mail correspondence, we shattered the library's all-time record, with almost 1,300 letters received and in some manner responded to. Our curator of photographs serviced 68 researchers, answered 95 letters, and made 165 sales transactions, many of which entailed special permission and use fees for publication in magazines and commercial books. Among the more fascinating topics researched in the collections were: the religious history of eighteenth-century Salem; medical charity in Essex County; climate and agriculture in New England; the Essex County shoe industry; the Ipswich Female Seminary; public relief for the poor in Newburyport, 1800-30; eighteenth-century spinners and weavers; American impressions of China during the 1800s; United States trade with Yeman, 1796-1852; life of the nineteenth-century New England seaman; American trade in the Indian Ocean, 1780-1850; Salem silversmiths, 1630-1820; cookery in the Salem area, 1790-1810; theatre and entertainment in Salem to 1830; the fishing industry of Essex County, 1680-1740; eighteenth-century Scots-Irish immigration to Maine; farm prices and wages, 1750-1855; the United States Supreme Court, 1789-1900; migration and

communications patterns between England and New England, 1620-1800; travel accounts of voyages to the Gold Coast and Southwest Africa; colonial New England sermons, 1630-1780; black seamen; the Overseers of the Poor in Salem; Essex County and New England ministers, 1760-1830; United States trade with the Isle de France, 1790-97; United States trade with St. Eustatius during the colonial period; the voyage of the ship Astrea to Manila in 1796; the Female Charitable Organization, 1800-1850; and such biographical subjects as John R. Penniman, Jones Very, Lucy Larcom, Joseph Short, Elizabeth Palmer Peabody, John G. Whittier, Nathaniel Hawthorne, George Peabody, Edward A. Crowninshield, Samuel Joseph Macy, Samuel Johnson, Stephen Sewall, Edward Tuck, and Henry R. Schoolcraft.

During 1980-81 the Institute library received 665 printed additions to the collections, 398 by purchase, and 267 by gift from approximately 160 donors. There were a total of 40 manuscript acquisitions, 21 by purchase and 19 by gift. Among the gifts were; the records of the Wesley Methodist Church (Salem), 1891-1954; a collection of Newhall family correspondence; the records of the North Parish Association, North Andover, Massachusetts, 1828-1830; and an Elias Hasket Derby letterbook, 1788-1796, a John Derby letterbook, 1795-1805, and two additional Derby family account books, 1799-1827. Purchases included: the Topsfield (Mass.) Indian claim 1701; letters

by Harriet Prescott Spofford to the Boston Transcript, 1908-17; the logbook of the ship Ceres, 1824-25; a John Lee diary, 1869-70; a collection of Pickman family correspondence; an account book of a meat grocer from Gloucester, Massachusetts, 1837-40; and additions to correspondence of the John G. Whittier, Edward A. Holyoke, and Sophia (Peabody) Hawthorne collections. Arriving on a deposit basis were a superb collection of Prescott Guards (Pepperell, Mass.) militia orderly books and broadsides; a treatise by Nathaniel Bowditch on the resignation of President James Kirkland of Harvard University; and from the Essex County Superior Court, the Essex County Court records (including those for the famed 1692 witchcraft trials) to 1800.

Beyond the routine servicing of readers' research queries, and the constant building of the collections, a number of other significant events occurred in the library last year. With the help of our new basic conservation laboratory and the labor provided by our N.E.H. manuscript cataloguing grant, the staff conducted an active conservation program, performing restoration of the Pickman, Crowninshield, English, Touzell, Hathorne, and Goodhue family papers. A grant from the Massachusetts Council enabled us to continue our manuscript map conservation program, while assistance from the Salem Marine Society allowed us to commence work on the George Curwen account books, both projects under the auspices of the Northeast Document

Conservation Center in Andover. We had 569 books catalogued, and 90 volumes (mostly periodicals) sent out for binding. The following special exhibits were mounted by the library department; the 125th anniversary of Salem State College (see above); the 100th anniversary of the Salem Evening News (see above); summers past in Essex County; additions to the Ward-China Library 1976-1980; recent accessions; broadside ballads; Nathaniel Hawthorne (see above); and the Essex County Superior Court and witchcraft trial documents (see above). In conjunction with the department of history at Salem State College, Robin Murray and Ellen Mark again offered their popular course on archival methods. In January, the Institute hosted a one-day intensive seminar on the preparation of manuscripts for microfilming, cosponsored by the New England Archivists and the Northeast Document Conservation Center.

One of the major happenings of the year occurred in July, when the National Endowment for the Humanities awarded the Institute \$40,000 to fund a two-year project to process and conserve several of the most important shipping manuscript collections. Prudence Weber Backman and Nancy Carberry Barthelemy were hired as manuscript processors and conservators. To date, the Crowninshield, Pickman, Hathorne, Touzell, English, and Goodhue collections (see above) have been processed and catalogued. The Institute will be seeking a continuation grant for this vital project from the N.E. H. in late 1981. Upon successful completion of the project, it is our intention to

publish a descriptive guide to the maritime manuscript holdings of the Institute as a full special issue of the Historical Collections. Our long-term objective is to publish a guide for the entire manuscript collections, likely by some efficient and inexpensive photo-offset printing process -- this is, however, several years away.

Again, as in recent years, members of the library department were active in attending professional meetings, seminars, symposia, etc., and in serving the library field in a variety of useful ways. Associate Librarian Robinson Murray served on the local arrangements committee for the American Library Association Rare Books and Manuscripts Conference held in Boston in June, and attended meetings of the American Printing History Association, the New England Archivists, the Boston Archivist Group, the Committee for a New England Bibliography, the New England Chapter of the American Printing History Association, the American Genealogical Society, and the Essex County Historical Association. He also chaired several meetings of the Athenaeum Group on Broadside Cataloguing which developed new rules subsequently adopted by the Library of Congress. Manuscript Librarian Ellen Mark also attended meetings of the New England Archivists and the Boston Archivists Group, while her successor, Caroline Preston, was present at the same meetings, and participated in a paper conservation seminar at M.I.T. in March. Assistant Librarian Mary Ritchie also served on the Athenaeum Group committee, and attended several meetings of the Essex County Cooperating Libraries. Administrative Assistant Marylou Birchmore participated in a seminar on photographic

conservation conducted at the Kennedy Library in April. Such professional activity broadens the knowledge and expands the skill of an already capable library staff.

Education

Almost as if by definition, the education department is imaginative and innovative each year -- during 1980-81 a variety of new programs were initiated with excellent success. A series of bimonthly after-school craft classes were started for pre-teenage children. A new popular instructional program, entitled "Flax and Fleece" was developed to teach young people basic spinning and weaving techniques. Another resource unit, "Early American Painting and Folk Art," was conceived to better utilize the museum's fine collection of paintings and other works of art. In conjunction with the Salem Public Schools Department, the Institute initiated a Middle School curriculum development program. This was all accomplished despite the losses of Assistant Education Coordinator Amy W. Richardson and her successor Donna Grau during the year -- the talents of both of these young ladies will be sorely missed.

The department again offered a wide variety of special programs and events that provided intellectual stimulation and entertainment for a broad spectrum of people. During both the spring and the fall we offered the always popular "Encountering Antiques" course, with nationally-known expert George Michael as the instructor. In the spring, Gertrude Freedman taught a course on the subject, "Enjoying

the Heritage of Essex County." Donna Grau held a class on the timely topic of "Victorian Christmas: Ornament Making" in December. Weekly crafts classes on the arts of the early nineteenth century were conducted during the summer. Two children's film festivals -- the first in the spring and the second during the summer -- attracted large and enthusiastic audiences of young people.

There were other developments in the education area which involved the Institute in the community, and have given us cause to believe that such involvement will increase in future years. "Outreach" programs in both the public and the independent schools were expanded due in part to cutbacks in school traveling budgets, but also because of aggressive publicity on the part of the department (20% of all programming is now held "in-school"). Cooperative education activities were continued with the Bessie Buker School (Wenham, Massachusetts), the North Shore Gifted and Talented Program, the Salem Title I Program, and the Salem Gifted and Talented Program. Special teacher-training workshops were put on for Gordon College (Wenham) student teachers, the Salem Public Schools, the Salem Title I Program, Salem High School Resource Day, and the 12th Annual Conference on Social Studies (New England region), held in Boston in March. For all of this and the above activity we owe a debt of gratitude to the Massachusetts Council on the Arts and the Humanities and several private donors who have given devoted support to the program over many years.

Publications

In 1980-81 the focus of the Institute's publications program was on the "Museum Booklet Series," the quarterly Newsletter, the quarterly Historical Collections, and the Samuel McIntire editorial project. Though we have continuously strived for high quality publications, we are faced with ever-spiraling costs, and must plan and implement the publications program with this hard reality in mind. The costs of paper and typography in particular have sent design estimates through the ceiling -- if only we could bring all our good publications ideas to fruition now, we would be much better off over the longer term!

Our popular "Museum Booklet Series" was expanded by the publication of Furniture at the Essex Institute, collectively authored by Margaret Burke Clunie, our curator, Anne Farnam, and Robert F. Trent. I can happily report that this handsomely illustrated booklet recently won the New England Museum Association's Linweave Award as the best low-budget museum catalogue to be published in our region during 1980-81. With it came a donation of paper for our next booklet! In the coming year we expect to publish booklets on the portrait and military collections, the text and photographs for which have been completed. Work is presently commencing on booklets which will treat the Institute's silver, textile, and porcelain and glassware collections.

As is customarily the case, the Essex Institute Historical Collections contained a fascinating potpourri of articles of Essex

County and New England regional scope and interest. One special issue (October 1980) focused on new research discoveries relating to the Institute's historic house properties, their contents, and their interpretation. Articles in other issues dealt with Essex County furniture carving, female charity in Salem (1800-40), the Lawrence architect George G. Adams, slavery and its aftermath in Beverly, the Devereux Mansion in Marblehead, Mary Abigail Dodge, the history of Phillips Academy (Andover), Whittier's "Oak Knoll," the Greenlawn Cemetery in Salem, Salem and Zanzibar, and Caleb Cushing's race for Congress in 1830-32. As a result in increasing editorial and production costs of the Collections, it was necessary to discontinue the practice of free subscriptions to requesting members; henceforth, the Collections will be available at one-half the annual subscription price (currently \$16.00) to members.

Katherine Richardson, who has worked on the Collections for a number of years, was given the well-deserved title of Managing Editor, and social historian Keith Melder (Museum of the City of Washington, D.C.) was added to the Board of Editors.

The project to edit and publish the papers of Salem's famous master builder and carver Samuel McIntire (1757-1811) continued on its steady path towards completion, with Professor Paul F. Norton (Department of Art, University of Massachusetts - Amherst) at the editorial helm. This year's work, most of which was completed during the summer, concentrated on search for undiscovered McIntire drawings and business papers, and research into McIntire's life and work.

Publication of the papers is slated for late 1982 or 1983, depending on the editor's other time demands. My Salem architectural guidebook project was continued, and plans were laid for a volume of historic photographs (exclusively from the Institute's archives) treating Salem's physical environment and life from c.1875 to c.1915.

Maintenance and Physical Plant Improvements

Because routine maintenance tasks were again handled with such dispatch and efficiency, 1980-81 was another banner year for the launching and completion of physical plant special projects. The major undertaking was in the energy conservation area -- over a two-month period, attic "cap" insulation was installed in the Gardner-Pingree, Peirce-Nichols, Andrew-Safford, Assembly, and Crowninshield-Bentley houses. In another important project we worked closely with a professional exterminator to retard powder-post beetle and other insect damage in the wooden structural timbers of all of our historic house properties and outbuildings. With meticulous effort the department continued the restoration of the Beebe Summer House, a project which has been delayed due to dry rot problems, but should now be completed by the early summer in time for a dedication party. With the temporary assistance of C.E.T.A. employees, interior painting was completed in the main complex, exterior fences and a fire escape were repainted, the Vaughan Doll House was restrained, and carpentry work was finished in the museum. The main complex was further spruced up when, by contract, the auditorium, McCarthy Gallery,

connector hallway, and front entrance stairwell were repainted for the first time in fifteen years. In the spring of 1980 the Crowninshield-Bentley house received a new coat of paint. In a project of great importance to the museum, the cellar storage spaces of Plummer Hall were improved by the bricking up of all exterior windows, the reactivation of air circulation units, the rearrangement of wooden racks and shelving, and the construction of a protective roof over the rear entrance way. In other miscellaneous projects we repaired the usual roof leaks, installed a new "Walpole" post fence and gate behind the main complex, repainted the lovely Gedney, Peabody, and Tucker house porches attached to the rear of the main complex, re-pointed and flashed the Gardner-Pingree house chimneys, supplemented existing Gift Shop storage, and initiated equal-access studies for the main complex.

Community Relations

One way in which institutional public relations may be judged is by such statistical indicators as museum attendance, new membership, publication sales, and events attendance. In each of these areas we showed gains over the previous year, thereby pointing to the continuing success of our community relations program. Museum attendance reached the 80,000 mark for the first time in the Institute's history. Corporate/institutional memberships, which are solicited and secured by the department, increased by twenty percent to just under 100. Events attendance, which experienced a noticeable takeoff last year,

continued to climb, presenting the staff with the pleasant problem of how to comfortably accommodate our members and friends in limited seating space.

The department became increasingly active in the affairs of the Salem Museums Collaborative, participating in meetings scheduled on a regular basis. Formed last year, the Collaborative group was expanded to include the Institute, the Peabody Museum, the House of Seven Gables, the Salem National Maritime Site, the Salem Seaport Museum, the Salem Arts Colloquim, and the Witch Museum. Through the pooling of public relations resources, the Institute was able to afford joint paid advertising for the first time ever. In addition, the Institute continued its own program of free public service ads in national magazines.

The department was active in a number of additional ways which served to keep the Institute's name and programs before the public. Coordinator Phyllis Shutzer continued to serve as a director of the Essex County Tourist Council and the Salem Chamber of Commerce. Special coverage of Institute activities was arranged through Boston area television and radio stations. Local and regional newspaper articles and listings appeared on a regular basis throughout the year. Mrs. Shutzer attended meetings of the Massachusetts Department of Commerce and Tourism, the New England Museum Association and the Public Relations Council of the "Make It In Massachusetts" campaign. New efforts were made to attract bus tours to Salem and the Institute

with the aim of supplementing admissions income -- special "familiarization tours" for travel agents and bus company executives were developed in an attempt to tap this potentially rich market.

Mrs. Shutzer's weekly syndicated column, "Essex County Chronicles," was published in Essex County newspapers as it has been for several years.

The Institute's mission in the years to come will continue to rest with its core purpose -- to collect, preserve, and interpret the materials of Essex County and New England history, with all its fascinating and varying facets. This task has become increasingly more difficult recently in the face of fiscal constraints and realities. My parting words to you are essentially the same as they were last year, and I see no need for modification. If you will actively support us in our efforts to broaden our base of community support and appeal, we will be able to follow a financially sound and productive course in the future.

Respectfully submitted,
BRYANT F. TOLLES, JR.
Director and Librarian

Bequests for the Benefit of the Essex Institute

Since its establishment in 1848, the Essex Institute has benefited greatly from the kind generosity of those who have made specific bequests to the Institute in their wills. For many individuals, those bequests made permanent the support which they had offered the Institute during their lifetimes. Such bequests have become increasingly important in recent years as inflation and rising costs have placed greater strains on the endowment and the annual operating budget of the Institute.

Bequests to the Institute may be made in any amount for a wide variety of purposes. Most are offered without restrictions, thereby enabling the director and trustees to designate them for general endowment or other areas considered appropriate. Occasionally, restricted bequests are made, satisfying the donor's wish to support museum acquisitions, a specific historic house property, the education program, publications, the library, a lecture series, or other areas of personal interest. Although most bequests come as cash, stocks, or bonds, tangible assets such as real estate, rare books, or historical, fine, and decorative arts objects are also left to the Institute.

By making a bequest to the Essex Institute, you can reduce the size of the taxable assets of your estate, thereby benefiting your heirs. Thus the Institute, as a beneficiary, receives the full amount of your bequest, and your heirs benefit from tax savings. As a legal provision made by will, a bequest may be structured in several different ways. The Institute may be named as beneficiary of a testamentary (life income) trust, or an outright, a residuary, or a contingent bequest. Before arranging for bequests of any kind of property, however, donors are encouraged to consult with their financial and/or legal advisers, and with Institute officials. Inquiries concerning bequests may be directed to:

Bryant F. Tolles, Jr., Director and Librarian
Essex Institute
132 Essex Street
Salem, MA 01970

REPORT OF THE TREASURER

The audited statements of account prepared by Albert W. Dodge, Jr., for the fiscal year March 31, 1981, accompany this report. The books of the Institute are available in the Treasurer's office for examination by any member who wishes to see them.

The value of endowment funds on March 31, 1981 was \$3,395,111. as compared with \$2,859,806. a year ago.

Respectfully submitted,

H. GILMAN NICHOLS

Treasurer

ALBERT W. DODGE, JR.

CERTIFIED PUBLIC ACCOUNTANT

38 PORTER STREET · WENHAM, MASSACHUSETTS 01984

617 468-4014

To the Council of the
Essex Institute:

I have examined the balance sheets of the Essex Institute as of March 31, 1981, and the related statements of general fund revenues, expenditures and other changes and the summary of changes in fund balances for the year then ended. My examinations were made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In my opinion, the aforementioned financial statements present fairly the financial position of the Essex Institute at March 31, 1981 and 1980, and the results of its operations and the changes in its fund balances for the years then ended, in conformity with generally accepted accounting principles applied on a consistent basis.

By: Albert W. Dodge, Jr.
Certified Public Accountant

July 16, 1981

ESSEX INSTITUTE
STATEMENT OF GENERAL FUND REVENUES,
EXPENDITURES, AND OTHER CHANGES
FOR THE YEARS ENDED MARCH 31, 1981 AND 1980

REVENUES	<u>1 9 8 1</u>	<u>1 9 8 0</u>
Admissions	\$ 35,044	\$ 33,486
Unrestricted gifts used to meet expenses	34,643	24,515
Membership dues	31,012	25,485
Publications	25,267	21,477
Other income	<u>2,614</u>	<u>2,201</u>
Total revenues	<u>128,580</u>	<u>107,164</u>
OPERATING EXPENSES		
Direct expenses:		
Museum	79,313	68,318
Houses	49,897	44,812
Publications	58,630	49,532
Library	68,996	71,123
Shoe and leather show	-	66,500
Library grant	18,785	-
Costs attributable to all Institute activities:		
Administration and general	183,638	169,158
Operation and maintenance	<u>116,284</u>	<u>105,913</u>
Total expenses	<u>575,543</u>	<u>575,356</u>
Excess of operating expenses over revenues	<u>(446,963)</u>	<u>(468,192)</u>
FUNDS USED FOR OPERATIONS		
Restricted gifts, investment income, and other receipts for designated purposes availed of	220,507	247,140
Endowment fund unrestricted income	118,741	123,374
James D. Phillips Trust income	<u>33,714</u>	<u>29,256</u>
	<u>372,962</u>	<u>399,770</u>
Excess of operating expenses over revenues and funds used	<u>(74,001)</u>	<u>(68,422)</u>
OTHER CHANGES AND TRANSFERS		
Funds used for plant additions	<u>(19,286)</u>	<u>(13,583)</u>
Transfers:		
Transfers from endowment funds	96,116	-
Transfer from (to) restricted current funds	<u>-</u>	<u>(1,240)</u>
	<u>96,116</u>	<u>(1,240)</u>
Total other changes and transfers	<u>76,830</u>	<u>(14,823)</u>
Net increase (decrease) in general fund balance	<u>\$ 2,829</u>	<u>\$ (83,245)</u>

The accompanying notes are an integral part of these financial statements.

ESSEX INSTITUTE
BALANCE SHEETS, March 31, 1980 and 1981

ASSETS	<u>1 9 8 1</u>	<u>1 9 8 0</u>
Current fund assets:		
Cash (overdraft) (Note 6)	\$ (75,017)	\$ (77,998)
Dividends and interest receivable	29,914	35,908
Prepaid expense (principally insurance)	<u>14,573</u>	<u>6,292</u>
	<u>(30,530)</u>	<u>(35,798)</u>
Endowment fund assets (Note 1 and 4):		
Investments, at cost:		
Cash held for investment	61,655	149,070
Fixed income	1,673,044	1,186,324
Equities	<u>1,030,627</u>	<u>1,357,575</u>
	<u>2,765,326</u>	<u>2,692,969</u>
Plant fund assets (Note 1):		
Land	101,288	101,288
Institute buildings and improvements	910,353	895,895
Period houses	<u>295,626</u>	<u>273,711</u>
	<u>1,307,267</u>	<u>1,270,894</u>
Total all funds	<u><u>\$4,042,063</u></u>	<u><u>\$3,928,065</u></u>

The accompanying notes are an integral part of these financial statements.

LIABILITIES AND FUND BALANCES

	<u>1 9 8 1</u>	<u>1 9 8 0</u>
Current fund balances and liabilities:		
Accrued expenses	\$ 6,138	\$ 9,475
Membership dues received in advance	10,553	15,180
General fund balance (deficit)	(127,114)	(129,943)
Unexpended balance of gifts, investment income, and other receipts for designated purposes	<u>79,893</u>	<u>69,490</u>
	<u>(30,530)</u>	<u>(35,798)</u>
Endowment fund balances:		
Restricted as to income	1,513,117	1,434,814
Unrestricted as to income	<u>1,252,209</u>	<u>1,258,155</u>
	<u>2,765,326</u>	<u>2,692,969</u>
Plant fund balances:		
Expended for plant	<u>1,307,267</u>	<u>1,270,894</u>
	<u>1,307,267</u>	<u>1,270,894</u>
Total all funds	<u>\$4,042,063</u>	<u>\$3,928,065</u>

ESSEX INSTITUTE
SUMMARY OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 1981

	Balances March 31, 1980	Grants and Gifts
Endowment funds:		
Restricted as to income	\$1,434,814	\$ 24,230
Unrestricted as to income	<u>1,258,155</u>	<u>54,031</u>
Total invested funds	2,692,969	78,261
James D. Phillips Trust investment income (Note 3)		
Plant funds:		
Expended	1,270,894	
Current funds:		
General fund (deficit)	(129,943)	34,642
Gifts, grants, and other income - unexpended for designated purposes	23,393	63,784
Gifts, investment and other income - unexpended of endowment funds	<u>46,097</u>	<u>16,762</u>
Total current funds	<u>(60,453)</u>	<u>115,188</u>
Total all funds	<u>\$3,903,410</u>	<u>\$193,449</u>

Sale of duplicate library material and prints

Net realized gain on sale of investments

Tuitions and film receipts

Other receipts

The accompanying notes are an integral part of these financial statements.

<u>Investment Income</u>	<u>Other Receipts</u>	<u>Transfers in (out)</u>	<u>Used for Plant Additions</u>	<u>Used to Meet Expenses of Current Operations</u>	<u>Balances March 31, 1981</u>
	\$ 51,994	\$ 2,079			\$1,513,117
	<u>36,133</u>	<u>(96,110)</u>			<u>1,252,209</u>
	88,127	(94,031)			2,765,326
\$ 67,427		(33,713)		(\$33,714)	
			\$36,373		1,307,267
118,741		96,116	(19,286)	(227,384)	(127,114)
	9,475			(77,489)	19,163
<u>117,923</u>	<u>10,236</u>	<u>31,628</u>	<u>(18,898)</u>	<u>(143,018)</u>	<u>60,730</u>
<u>236,664</u>	<u>19,711</u>	<u>127,744</u>	<u>(38,184)</u>	<u>(447,891)</u>	<u>(47,221)</u>
<u>\$304,091</u>	<u>\$107,838</u>	<u>\$ -</u>	<u>(\$1,811)</u>	<u>(\$481,605)</u>	<u>\$4,025,372</u>
	\$ 27,653				
	69,638				
	6,869				
	<u>3,678</u>				
	<u>\$107,838</u>				

ESSEX INSTITUTE
SUMMARY OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 1980

	Balances March 31, 1979	Grants and Gifts
Endowment funds:		
Restricted as to income	\$1,396,236	\$ 45,647
Unrestricted as to income	<u>1,253,766</u>	
Total invested funds	2,650,002	45,647
James D. Phillips Trust investment income (Note 3)		
Plant funds:		
Expended	1,189,171	
Current funds:		
General fund (deficit)	(46,448)	24,515
Gifts, grants, and other income - unexpended for designated purposes	15,513	116,433
Gifts, investment and other income - unexpended for endowment funds	<u>48,656</u>	<u>29,138</u>
Total current funds	<u>17,721</u>	<u>170,086</u>
Total all funds	<u><u>\$3,856,894</u></u>	<u><u>\$215,733</u></u>

Sale of duplicate library material and prints

Net realized gain on sale of investments

Other receipts and transfers

The accompanying notes are an integral part of these financial statements.

<u>Investment Income</u>	<u>Other Receipts</u>	<u>Transfers in (out)</u>	<u>Used for Plant Additions</u>	<u>Used to Meet Expenses of Current Operations</u>	<u>Balances March 31, 1980</u>
	\$11,804	(\$18,873)			\$1,434,814
	<u>4,149</u>	<u>240</u>			<u>1,258,155</u>
	15,953	(18,633)			2,692,969
\$ 58,512		(29,256)		\$ 29,256)	
			\$81,723		1,270,894
123,374	(1,250)	(240)	(13,583)	(216,311)	(129,943)
	14,146	(3,233)	(5,981)	(113,485)	23,393
<u>109,261</u>	<u>3,494</u>	<u>51,362</u>	<u>(62,159)</u>	<u>(133,655)</u>	<u>46,097</u>
<u>232,635</u>	<u>16,390</u>	<u>47,889</u>	<u>(81,723)</u>	<u>(463,451)</u>	<u>(60,453)</u>
<u>\$291,147</u>	<u>\$32,343</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(\$492,707)</u>	<u>\$3,903,410</u>
	\$10,874				
	5,140				
	<u>16,329</u>				
	<u>\$32,343</u>				

ESSEX INSTITUTE
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies:

The Institute maintains its accounts on the accrual basis. Land, Institute buildings, period houses and major improvements are reflected in the balance sheet at cost. No provision for depreciation has been charged to operations.

Investments are carried at cost or, if donated, at market value at the date of donation. Gains and losses from sales are reflected in the period in which realized. Investment income is distributed on a unit basis reflecting the ratio thereto of the related funds invested in the pooled portfolio at market value.

Certain publications sponsored by the Institute are charged against the James D. Phillips Trust. Proceeds from the sales of such publications are taken into operating income.

The Institute is reviewing the source of designation of its funds in order to classify the funds between Council-designated (quasi-endowment) funds and donor-designated (true endowment) funds. The Institute has accounted for the funds and the income thereon in accordance with the restrictions designated by the donor or by the Council.

2. Retirement Plan:

The Institute participates in contributory retirement plans administered by the Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Funds (CREF) which cover all designated full-time employees. Plan assets are not included in the Institute's financial statements. Pension expense charged to operations was \$6,316 and \$5,670 in fiscal 1981 and 1980, respectively. The plan is a defined contribution type plan wherein benefits are based on accumulated contributions.

3. James D. Phillips Trust:

The Institute is a beneficiary of the James D. Phillips Trust. The assets of the Trust are managed by independent Trustees and are not included in the assets of the Institute. One half of the income received by the Institute is restricted endowment income to be used for specific purposes. The remaining income is unrestricted and used for current operations.

ESSEX INSTITUTE
NOTES TO FINANCIAL STATEMENTS

4. Investments:

Total market value of investment securities was as follows at March 31:

	<u>1 9 8 1</u>	<u>1 9 8 0</u>
Fixed income	\$1,730,815	\$1,025,890
Equities	<u>1,664,296</u>	<u>1,833,916</u>
	<u>\$3,395,111</u>	<u>\$2,859,806</u>

5. Cash Balances:

Cash Balances consist of the following as of March 31, 1981 and 1980:

	<u>1 9 8 1</u>	<u>1 9 8 0</u>
Naumkeg Operating Account	\$ 9,805	\$ (382)
Naumkeg Payroll Account	988	1,043
Fiduciary Trust Co. (Income)	(86,010)	(78,859)
Petty cash	<u>200</u>	<u>200</u>
Total cash current funds (deficit)	<u>(75,017)</u>	<u>(77,998)</u>
Fiduciary Trust Co. (principal cash)	<u>\$61,655</u>	<u>\$149,070</u>

Cash is transferred between income and principal as determined by investment requirements and museum operations. Cash was transferred from principal (cash held for investment) to income subsequent to the year end, effectively restoring current funds to a positive balance. The amounts transferred in May of 1981 and April 1980 were \$103,877 and \$86,116 respectively.

CALENDAR OF EVENTS

April 1, 1980 - March 31, 1981

April 1-April 29 (Continuing, Tuesday evenings). "All About Manuscripts and Archives: An Introduction to Archival Principles and Practices," a Continuing Education course given by Associate Librarian Robinson Murray and Manuscript Librarian Ellen Mark.

April 1. Exhibit of "Recent Acquisitions and Treasures" (through May 19).

April 16. Opening of exhibition, "Salem State College at the 125th Year," in conjunction with Salem State College (to June 10).

April 22. Special Meeting in Lieu of Annual Meeting.

April 28, May 5, 12, 19. Annual guides' course.

April 24. Ladies Committee Spring Benefit: special showing of the full-length film, The Europeans, (starring Lee Remick and Robin Ellis); period costume display at the Gardner-Pingree House.

May 1. Ladies Committee Spring Benefit and Luncheon: lecture, "Strangers in the Land: Foreign Comments on Native Life and Manners," by Wendell D. Garrett, editor, The Magazine Antiques.

May 8. Gallery talk on Victorian drapery, by interior decorator, H. Russell Weston of Danvers.

May 8; September 11, 18; October 9, 16. Education department course (in conjunction with North Shore Community College) in Essex County history, taught by Mrs. Gertrude Freedman.

May 12. Gallery talk on bed and window hangings, by Anne Farnam, curator of the Essex Institute.

May 20. Concert/lecture: "Essex County Broadside Ballads," by Arthur F. Schrader, musicologist and former ballad singer, Old Sturbridge Village.

May 20, 28. Education department children's films: Tom Sawyer and Huckleberry Finn.

May 29. Opening of exhibition, "C.E.L. Green (1845-1915), Essex County Marine and Landscape Painter" (to September 1).

June 2, 4, 5. Oriental rug repair course taught by Pat Konecky, instructor at the Cooper-Hewitt Museum, New York City.

June 14. Educator's Open House, sponsored by the Institute's education department.

June 20. Annual summer exhibition: "Witchcraft in Salem, 1692," (to October 13).

July 2. Opening of exhibition, "Nathaniel Hawthorne: The Salem Years," in conjunction with the House of the Seven Gables (to October 13); lecture by C. E. Frazer Clark, Hawthorne collector and scholar.

July 23. Education department children's film: Uncle Sam Magoo.

July 29, August 5, 12. Education department children's craft programs.

July 30. Lecture: "Sybaritic Summers on the North Shore in the Days of Yore: 1823-1890," by Joseph E. Garland, noted Gloucester historian and author.

September 15. Concert by Thomas Murray, noted recording artist and organist, on the Institute's 1827 Hook chamber organ.

September 25. Exhibition of old tools and tool catalogues, in conjunction with fall meeting of the Early American Industries Association, cohosted by the Institute and the Peabody Museum; (exhibit through November 16).

October 2. Members' Fall Bus Tour to Portsmouth, New Hampshire.

October 21. Guides' Treat: visit to Robert Treat Paine House and Gore Place in Waltham.

October 23. Exhibition of serigraphs of Will Barnet, internationally known artist; lecture by Mr. Barnet.

October 23. Annual Meeting of the Ladies Committee.

November 12. Lecture and slide show, "A Photographic Journey Through Old Salem," by Phyllis Shutzer, coordinator of community relations.

November 17. Exhibition, "Selections from Quilts and Woven Coverlets," (through February 28).

November 18. Lecture on "Weathervanes" by author and lecturer Myrna Kaye.

December 9. Opening of exhibition, "Children of Essex County," (through March 21).

December 10. Annual Essex Institute Christmas Party for members and children.

December 11. Reception and ceremony in acknowledgement of the transfer of pre-1800 county court records to the library of the Essex Institute.

December 13. Education department children's workshop on "Victorian Christmas Ornaments."

December 16. Staff and Council Christmas Party.

January 6, 20; February 3. Winter film festival on "Appreciating the Fine Arts at Home and Abroad."

January 8, 15, 23, 29. Education department children's craft programs.

January 13, 14. Education department children's film: Oliver.

January 16. New England Archivists workshop on microforms, hosted by the Essex Institute.

January 22. Lecture and slide show, "Salem's Ropes Mansion: A Remarkable Family Legacy," by Dean Lahikainen, associate curator.

January 22-April 30 (Continuing, Thursday evenings). "Manuscripts and Archives: An Introduction to Archival Principles and Practices," a Salem State College continuing education course given by Associate Librarian Robinson Murray.

February 2-March 16 (Monday evenings). Antiques lectures by George Michael.

February 13. Staff Valentine Party for department volunteers.

February 18, 19. Education department children's films: George Washington's Birthplace and Hammerman of Williamsburg.

March 4, 11, 18, 25. The 62nd annual Ropes Botanical Lecture Series, sponsored by the Essex Institute.

March 10, 12, 17, 19, 24, 26. Education department's spring craft series for children.

March 17. Lyceum Lecture, "The Gloucester Water Colors of Winslow Homer," by Professor James F. O'Gorman, Department of Art, Wellesley College.

Meetings and Visitations Sponsored by Outside Institutions

April 27. Long Island Research Center.

April 29. Beverly Historical Society.

May 8. Copyright Clearance Center.

May 10. South Street Seaport Museum, NYC.

May 27. Sudbury Garden Club.

May 31. Bay Colony Historical Tours.

June 2. Belmont Garden Club.

Meetings and Visitations (cont.)

June 4. Harvard 25th reunion class.
June 10, 13. American Association of Museums.
June 17. IBM Cultural Club.
July 5. California Field Studies
July 11. American Field Studies
August 12. Academic Travel Abroad.
August 20. Spanish Cultural Association
August 24. Reception for State Representative J. Michael Ruane.
September 24. University of Maine.
October 3, 4. American Genealogical Society.
October 11. Lively Arts Group, Merion, Pa.
October 15. Smithsonian Institution.
October 16. Harvard Women's Club.
October 16. Colonial Dames
November 10. Swampscott Garden Club.
February 10. United Way of Massachusetts Bay annual awards reception.
February 19. Annual Meeting of the North Shore Childrens' Friend
and Family Service Society.

Auditorium Exhibitions

"Salem State College at the 125th Year." April 16-June 10.
"Witchcraft in Salem, 1692." June 20-October 13.

Print Room Exhibitions

"C.E.L. Green (1844-1915), Essex County Marine and Landscape
Painter." May 29-September 1.
"Early American Woodworking Tools and Catalogues." September 15-
November 15.
"Child Life in Early America." December 1-February 22.

McCarthy Gallery Exhibitions

"Fashions in Draperies for Windows and Beds..." Continuing to June 8.
"Nathaniel Hawthorne: The Salem Years." July 2-October 13.
"The Prints of Will Barnet." October 17-November 16.

Library Exhibitions

"Salem State College at the 125th Year." April 16-June 1.
"Summer in Essex County." June 15-October 1.
Salem News Photographic Exhibition.
"Passing the Papers." (Witchcraft documents deposited at E.I.).
December 11-April.

STAFF PUBLICATIONS
1980-1981

Anne Farnam

"Dr. Bentley's Account Books: Documentation for the Creation of an Historical Setting," Essex Institute Historical Collections 116, No.4 (October 1980): 206-223. Illustrated.

"Essex County Furniture Carving: The Continuance of a Tradition," Essex Institute Historical Collections 116, No. 3 (July 1980): 145-155. Illustrated.

With Bryant F. Tolles, Jr., "Foreword and Acknowledgements," Frederic A. Sharf and John H. Wright, C.E.L. Green (1844-1915): Shore and Landscape Painter of Lynn and Newlyn (Salem: Essex Institute, 1980).

K. David Goss

Review: Law and Society in Puritan Massachusetts: Essex County, 1629-1692, by David T. Konig (Chapel Hill, N.C.: University of North Carolina Press, 1979), Christian Scholar's Review 10, No. 2 (1981): 181-182.

Dean T. Lahikainen

"New Insights into the Early History of the 1804 Gardner-Pingree House in Salem, Massachusetts," Essex Institute Historical Collections 116, No. 4 (October 1980): 223-247. Illustrated.

Bettina A. Norton

"Anglican Embellishments: The Contributions of John Gibbs, Junior, and William Price to the Church of England in Eighteenth-Century Boston," New England Meeting House and Church, 1630-1850 (Boston: Boston University Scholarly Publications, 1981).

Phyllis S. Shutzer

"Essex County Chronicles," column published weekly in the Lawrence Eagle Tribune, Newburyport Daily News, and the Salem Evening News.

Bryant F. Tolles, Jr.

"Architectural Highlights of Center Sandwich Village: A Note," Sixty-First Annual Excursion of the Sandwich (N.H.) Historical Society, 1980: 19-23. Illustrated.

STAFF PUBLICATIONS
1980-1981 (Cont.)

Bryant F. Tolles, Jr. (Cont.)

With Anne Farnam, "Foreword and Acknowledgements," Frederic A. Sharf and John H. Wright, C.E.L. Green (1844-1915): Shore and Landscape Painter of Lynn and Newlyn (Salem: Essex Institute, 1980).

"Report of the Director," Essex Institute Annual Report, Including the Institute By-Laws, April 1, 1979 - March 31, 1980 (Salem: Essex Institute, 1980). Pp. 9-21.

John H. Wright

With Frederic A. Sharf, C.E.L. Green (1844-1915): Shore and Landscape Painter of Lynn and Newlyn (Salem: Essex Institute, 1980). Illustrated.

DONORS TO THE ESSEX INSTITUTE FUND

April 1, 1980-March 31, 1981

Aldrich, Nelson W.	Buckridge, Mrs. Muriel
Allard, Marjorie	Buhler, Mrs. Yves H.
Alpers, Mrs. Hyman	Bunting, Jane E.
Alviani, Dr. Doric	Butler, Mr. & Mrs. Frank A.
Anderson, Courtney A.	Butler, Miss Ruth G.
Andrews, Mrs. Richard L.	
Askew, Dr. & Mrs. Thomas A.	Cabot, Mrs. Ropes
Atkins, Mrs. John	Caldwell, Mr. & Mrs. Nicholas W.
	Carpenter, Mr. & Mrs. William T.
Babson, Thomas E.	Chagan, Mr. & Mrs. Allan M.
Bacon, Dr. & Mrs. W. Benjamin	Chamberlain, Mrs. Samuel
Baker, Harold W.	Chisholm, Mrs. William
Baker, Mrs. Ross W.	Christen, Elizabeth H.
(in memory of William Endicott)	Clapp, Miss Mary
Baker, William A.	Clinkman, Mr. & Mrs. John D.
Ballantine, Mrs. H. T. Jr.	Coffin, Lloyd H.
Barbeau, Martin A.	Cogger, Mr. & Mrs. Harold
Barker, Mr. & Mrs. B. Devereux	Colburn, Mr. & Mrs. I. W.
Barker, Mr. & Mrs. W. Gardner	Collier, Mrs. Arthur L.
Barton, Mr. & Mrs. Randolph P.	Colloredo-Mansfeld, Susanna
Barton, Mr. & Mrs. Robert B. M.	Conley, Mr. & Mrs. Patrick
Bentenick-Smith, William	Connolly, John B.
Benton, Laurie E.	Coolidge, Mr. & Mrs. Lawrence
(in memory of Wellesley Jones)	Coolidge, Mr. & Mrs. Nathaniel S.
A. Berube & Sons, Inc.	Copeland, Mrs. L. C.
Betts, Miss Barbara B.	Cormier, Mrs. Joan
Bird, Mrs. Charles Sumner	Creighton, Mr. & Mrs. Albert M., Jr.
Bishop, Mrs. Robert H.	Crocker, Mrs. U. Haskell
Black, Mrs. Oliver K.	Crockett, Mr. & Mrs. David
Blair, Mrs. George K.	Crossan, H. James, Jr.
Bourgoin, Mrs. Alice Smith	Crowley, Mrs. Daniel N.
Bouwensch, Mr. & Mrs. M. W.	Currier, Mr. & Mrs. Francis
Bowden, Mr. & Mrs. William H.	Curtis, Mrs. Stanley
Bradlee, Mr. & Mrs. Sargent	
Bradlee, Mr. & Mrs. Sargent	Dane, Gen. & Mrs. Arnold S.
(in memory of William Endicott)	Davenport, Mrs. Carlton
Breed, Mrs. Richard P., Jr.	Davis, Mrs. Frederick J.
Bright, Mrs. George H.	Dethier, Mrs. Charles
Broadhead, Miss Eleanor	Dexter, Dr. & Mrs. Ralph W.
Brown, Mrs. Chester A.	Dodge, Miss Alice L. C.
Brown, Dorothy Addams	Doering, Mr. & Mrs. Ralph H.
Brown, Mrs. Edward S.	Doherty, Mrs. Harold F.
Bubier, Miss Madeleine M.	Donovan, Mrs. Alfred

DONORS TO THE ESSEX INSTITUTE FUND (Cont.)

Deblois, Elizabeth, M.D.
Durnin, Richard G.

Griffin, Mr. & Mrs. Thomas McL.
Guild, Mrs. S. Elliot

Eastman, Roger K.
E G & G
Eilts, Hermann F.
Ellis, Mr. & Mrs. William B.
English, Mrs. William B.
Errion, Dr. & Mrs. Arthur R.
Ervin, Miss Adele
Ervin, Mrs. R. G.

Hallowell, Roger H.
Hallowell, Mrs. Samuel H.
Haglund, A. Carrolla
Hagopian, Robert C.
Hammond, Mrs. C. Philip
Hammond, Mr. & Mrs. Roland B.
Hand, Mrs. John

Fales, Mrs. Dean A., Sr.
Farnham, Elizabeth R.
Farnham, Ruth R.
Fellows, Mrs. Allen E.
Felton, Mrs. Cornelius C.
Felton, Mrs. Cornelius C., Jr.
Felton, Cornelius C., Jr.
Fenn, Mrs. James P.
Fennollosa, George M.
Fiduciary Trust Company
Fisher, Dr. John P.
Fitzgibbon, Thomas F.
Forbes, Alexander C.
Fox, Prof. & Mrs. John J.
Freeman, Mrs. William W. K.
Freind, Mrs. Walter A.
Frost, Mrs. Horace W.

Harrington, Mrs. Joseph, Jr.
Harrington, Kevin B.
Harris, Col. & Mrs. Edward M.
Haskell, Mrs. Paul T.
Hatch, Mr. & Mrs. Francis W., Jr.
Hawkes, Ms. Brett C.
Hebard, Franklin A.
Henderson, Robert G.
Heritage Co-operative Bank
Heyman, Mrs. Olive M. - from Trust
(in memory of William O. Chapman)
Hill, Mr. & Mrs. Richard D.
Holcomb, Mr. & Mrs. H. Sherman
Holyoke Mutual Insurance Company
Hood, Miss Charlotte
Hood, Mrs. Harvey P.
Houghton, Mrs. William M.
Howard, Mrs. Charles P.
Howson, Mrs. Hubert A.
Hoyt, Dr. William D.
Huff, Norman N.
Hull, Miss Raymona E.

Gardner, Sue H.
Garrouette, Sally
Gerrish, Edward E.
Gill, Mrs. Catherine B.
Goldsmith, Mrs. William M.
Goodale, Dr. & Mrs. Robert L.
Goodhue, Albert
Goodhue, Nathaniel M.
Goodwin, Prof. Ruth
Goubeau, Vincent deP.
Gough, Dr. Geoffrey
Gowen, Mrs. Clark H.
Gowing, Mr. & Mrs. Charles D.
Green, Mrs. Chandler T.
Greenslet, Mrs. Roger

Ives, Mr. & Mrs. Robert S.

Jewett, Mrs. Everett D.
Joy, Donald G.

Kaplan, Mrs. Israel
Keenan, Alice
Kiernan, Russell W.
Knight, Russell W.

Leonard, Mrs. Laurence B.
Little, Mr. & Mrs. Bertram K.

DONORS TO THE ESSEX INSTITUTE FUND (Cont.)

Little, David B.	Nutting, Donald E.
Lord, Mrs. John A.	
Loring, Augustus P.	Oliver, Mrs. Emerson T.
Loring, Mr. & Mrs. Caleb, Jr.	Ordway, Mrs. Samuel H.
Loring, Mr. & Mrs. George G.	Osborne, Bowden G.
(in memory of William Endicott)	Osgood, Mr. & Mrs. Robert L.
Loring, Robert P.	Osgood, Mr. & Mrs. William B.
Loring, Mr. & Mrs. William C.	
Lovett, Robert W.	Park, Dr. & Mrs. Edward C.
Lyceum Restaurant	Parker, Albert C.
	Parkhurst, Miss Amy
Macdougall, John S., Jr.	Parkhurst, Miss Winnifred
Mackenzie, Lauchlin J.	Peirson, Mrs. Edward L.
Macomber, Harold G.	Philbrick, Mr. & Mrs. Richard B.
Mann, Mrs. Charles W., Jr.	Pingree, Mrs. Harold B.
Manoli, Paul D.	Pitcoff, Mr. & Mrs. Albert R.
Marcopoulos, Dr. George J.	Porter, Dr. Dorothy
Markey, Cdr. Francis H.	Post, Madeleine B.
Markin, Mrs. Rosamond	(in memory of William Endicott)
Marsella, Paul D.	Pramberg, John W.
Marsh, Mr. & Mrs. James A.	
Mason, Mrs. Henry L.	Richardson, Mr. & Mrs. Howard L.
Mason, Mrs. Henry L.	Robbins, Mrs. Sarah Fraser
(in memory of William Endicott)	Robinson, Mrs. William H.
McCrea, Vice Adm. John L.	Roper, Mr. & Mrs. Joseph C., Jr.
Merrill, Mrs. Montgomery	Ropes, Mrs. Lawrence G.
Moore, Mr. & Mrs. Ray	Rossman, Neil
Morgan, Henry S.	Rundlett, Mr. & Mrs. Harold G.
Morris, Mrs. Charles	Ryan, Mrs. Howard
Morrison, Mrs. James A.	
Morss, Mrs. Everett	Salem Five Cents Savings Bank
Morton's Shoe Stores Inc.	Salem Savings Bank
Moustakis, Mrs. Christy	Saltonstall, Mrs. Leverett
	(in memory of Sen. Saltonstall)
Naumkeag Trust Company	Saltonstall, Mr. & Mrs. William L.
Neal, Mrs. Kirke A.	Sawyer, John A.
Nichols, Dr. George, Jr.	Seamans, Mr. & Mrs. Donald C.
Nichols, H. Gilman, Jr.	Seamans, Mr. & Mrs. Peter B.
Nicols, John D.	Seamans, Mr. & Mrs. Robert C., Jr.
Nicholson, Mr. & Mrs. Lowell S.	Sears, Mrs. Mason
Nickerson, Mrs. William G.	Shane, Mr. & Mrs. John A.
Nightingale, Mrs. John T.	Shapiro, Mrs. Robert R.
Noone, Miss Mary C.	Sharf, Frederic A.
Northey, Mr. & Mrs. William E.	Shepard, Mrs. F. C., Jr.

DONORS TO THE ESSEX INSTITUTE FUND

Shreve, Benjamin	Twiss, Chester, N.
Shreve, William H.	
Sibley, Clifton A.	Upton, George, Jr.
Simpson, Mr. & Mrs. Davis	Usher, Mrs. Abbott P.
Small, Mrs. Edwin W.	Usher, Donald K.
Smith, Eleanor F.	
Smith, Howard C.	Warner, Mrs. Frederick L.
Smith, Peter	(in memory of Annie M. Hutchins)
Smith, Mrs. Philip Horton	Webber, Lt. Col. Carl E. E.
Smith, Mr. & Mrs. S. Abbot	Welch, Mr. & Mrs. Francis C.
Somerville, James K.	Wendt, Mrs. H. O.
Soucy Insurance Agency	West, Richard S.
Southwick, Mrs. Martha H.	Wetherbee, Nathaniel G.
Spang, Joseph P.	Wetzel, Miss Marjorie
Spencer, Mrs. Anne Felton	Weyburn, Mrs. Lyon
Standley, Mrs. Burgess	Wheatland, David P.
Stenberg, Henry G., Jr.	Wheeler, Mrs. Alexander
Steward, Mr. & Mrs. Charles A.	White, Mr. & Mrs. John C.
Steward, Gilbert L.	White, William C.
Steward, Gilbert L., Jr.	Whitehill, Walter M.
Stucke, Susan	Whitney, George L.
Swan, Marshall	Williams, Gerry
Sweacker, Mr. & Mrs. O. Palmer	William Wallace & Co., Inc.
	Wilmerding, John
	Wilson, Mr. & Mrs. Percival W.
Tagney, Ronald H.	
Thompson, Dr. Richard H.	Xanthaky, Nicholas
Thresher, Mrs. Ralph L.	
Tibbetts, Miss Helen A.	Young, David K.
Tivnan, Dr. Paul E.	Youngman, Mr. & Mrs. William S.
Townsend, Mrs. Gerard B.	
Trull, Ellenor T.	
(in memory of William Endicott)	Zelinski, Dr. & Mrs. Joseph J.
Tuckerman, Herbert S.	
Turner, Mrs. Arlin	
Turner, Mrs. Howard S.	

DONORS TO THE JAMES DUNCAN PHILLIPS LIBRARY

Abbot Public Library
Abbott, Lilly S.
Addison Gallery of American Art
Anderson, Mr. & Mrs. Courtney
Annable, Dorothy
Armstrong, John

Bacon, Mrs. H. Stuart
Baird, Dr. Joseph A., Jr.
Barnet, Will
Baston, Prescott W.
Bay State National Bank,
 Main Office
Beaman, Alden G.
Beard, Timothy Field
Bergsten, Lenn A.
Berkshire County Historical
 Society

Beverly Public Library
Beverly Savings Bank
Birchmore, Marylou
Birmingham Museum of Art
Blake, Carlton E.
Bloch Gallery
Boston University
Bowditch, Nathaniel
Bowman, Jane Belknap
Boyle, Mrs. Charles
Bray, Edmund C.
Broadhead, Eleanor
Brown, Constance
Bullock, Benjamin L.
Burrell, Doris

Campbell, Mrs. Crawford
Cape Ann Bank & Trust Co.
Carberg, Edward W.
Carolina Art Association
Cascio, Robert
Clement, Ned
Clocher, Frank B.
Colonial Society of
 Massachusetts
Connolly, Michael Joseph
Cook, Earl F.
Cousins, Willard C.
Currier Gallery of Art

Danvers Archival Center
Derby, Roger A., Jr.
Dethlefsen, Edwin S.
Dexter, Ralph W.
Dietz, Shari A.
Dionne, Nelson, Jr.
Droque, Walter G.
Duane, Mrs. Harry B.

E.P. Dutton
Early American Industries
 Association
Ellis, Emily F.
Ellis Library, Univeristy
 of Missouri
Essex County Registry of
 Deeds

Fallon, Marc
Farnam, Anne
Fellows, Ellen E.
Fenollosa Society of
 Japan
Folsom, John F.
Fowle, Eugene C.
Frothingham, Mrs. Theodore

Gamage, Mrs. Peter
Gauss, K. David
Goeddert, Lou Ann
Goodhue, George
Goss, K. David
Greenidge, Mrs. Ralph
Greenough, Calista F.

Hall, Mrs. James H.
Harris, John
Haskell, Mrs. Paul T.
Hawthorne, Manning
Heddendorf, George B.
Hercher, Michael & Gail
Hindle, Arthur
Historic Salem, Inc.
Holmes, Mrs. Andrew
Houghton Mifflin Co.
Huff, Harold B., Jr.

Annual Report

Jameson, Jessie E.V.	Payson, Gilbert
Jenkins, John F.	Pennsylvania State University
Jewett, Mrs. Everett D.	Press
Jones, Mrs. Lorinda M.	Proper, David R.
Jones, Malcolm B.	
	Rich, Paul
Kidwell, Claudia B.	Ritchie, Mary M.
Kimball, Frederic M.	Ritchie, Rebecca P.
Kreissman, Bernard	Roberts, Phyllis S.
Krusell, Cynthia Hagar	Roger Conant Co-Operative
	Bank
Lahikainen, Mr. & Mrs. Dean	Rosa, Alfred
Laudmer, Guy	Rowe, Mrs. Kenneth A.
Lawson, Mr. & Mrs. Frederick	Rowell, Bradford V.
Lawton, Mrs. Philip A.	
Little, Mrs. Bertram K.	Samson, Charles S.
Long Island Historical	Sargent, Mr. & Mrs. Oliver
Society	Senate Historical Office,
Lord, Mrs. Philip H.	Washington, DC
Loring, William C.	Sharf, Mr. & Mrs. Frederic
Lovett, Robert W.	Shepley, Hayden
Lynnfield Public Library	Smith, Mary Silver
	Smithsonian Institution
Malmberg, Eliza N.	Snow, Mr. & Mrs. Frank B.
Manchester Yacht Club	Soucy Insurance Agency
Marblehead Historical Society	Spencer, Marjorie
Mooney, Mr. & Mrs. G. W.	Stafford, Frederic L.
Moore, Mrs. Ray K.	Steward, Charles A.
Morse, John R.	Swan, Marshall W. S.
Mosely, Edward	
Murphy, Robert	Tgettis, Nicholas C.
Murray, Robinson III	Thompson, Mrs. Clyde
	Threlfall, John B.
Nash, Mrs. Nathaniel C.	Tivey, Richard H.
National Park Service,	Tolles, Bryant F., Jr.
North Atlantic Region	Tucker, Clarence A.
Newburyport Arts Council, Inc.	Turner, Mary Alice
Norman, William E.	
Norton, Mr. & Mrs. Arthur R.	UMI Research Press,
Norton, the Rev. David	Ann Arbor
Norton, Paul F.	U.S. Naval History Division
	University of CA, at Davis
O'Brien, Alice	University of North Carolina
Old Timers Society,	Press
Marblehead	University Press of Kentucky
Oliver, Andrew	
Owen, Paula F.	
Oscar Padjen Architects, Inc.	

Walker, Harold S.
Warner, Mrs. F. L.
Watson, Mr. & Mrs. Roy
Weaver, Margaret
Webber, Carl E.
Wellman, Alice
Wendt, Mrs. H. O.
Wenham Historical Association
and Museum, Inc.
Wesley Methodist United Church
Wheatland, David P.
Whitton, Blair
Wilbur, Carol
Williams, Osgood
Wisbey, Herbert A., Jr.

Yamaguchi, Seiichi

DONORS TO THE MUSEUM & HISTORIC HOUSES

Abbott, Miss Ruth	Lahikainen, Dean T.
Ames, Ellen Poore Moseley	Lilliput Products, Inc.
	Loring, William C.
Batchelder, Susanna L.	
Bradford, Mrs. Standish	Maunder, Mrs. Virginia S.
Bradlee, Sargent	Moore, Mrs. Hubert
Broadhead, Miss Eleanor	Moseley, Edward
Buswell, Mrs. Ruth R.	
	Norton, Mrs. Arthur R.
Chase, Estate of Alfred E.	
Creamer, Mrs. William R.	Parker, Mrs. Francis Tuckerman
Cushman, Mrs. John	Payson, Gilbert R.
	Pearson, Henry
Dickinson, Mrs. Harold	Porter, Mrs. Raymond F.
Essex, County of; Office of County Planner	Ropes, Miss Ruth Robinson
Feld, Mr. and Mrs. Stuart P.	Salem State College
	Schier, Stephen J.
Greenough, Mrs. Calista	Southgate, Miss Anna F.
	Stone, Mr. and Mrs. Edward L.
Haskell, Mrs. Paul T.	
Home for Aged Women	Williams, Osgood
	Wolff, John B., Jr.
Kimball, Mrs. Frederick	Woodbury, David O.
	Woodbury, Mr. and Mrs. David O.
	Woodbury, Mrs. Joseph G.

DONORS TO SPECIAL PROJECTS

Anonymous: Assembly House, Council Fund, Educational Program
Museum Objects Fund, Witchcraft Fund

Assembly House:

Gring, Mr. & Mrs. Frank M.
Smith, Mary Silver

Friends of Salem Witchcraft:

Barton, Mrs. Robert B. M.

Will Barnet Exhibition:

City of Salem

C. E. L. Green Catalogue:

Innes, Frederick R.

Kossey, Paul A.

National Endowment for the Arts

Pender Sports Corporation

Reiser, Mr. & Mrs. Irving I.

Sharf, Jean S. & Frederic A.
Fund

Sports Marketing Corporation

Conservation of Bowditch Papers:

Loring, William Caleb

Conservation of Timothy Pickering
Portrait:

Manning, Joan D.

Paul T. Haskell Memorial Fund:

Haskell, Mrs. Paul T.

County Records Restoration:

Salem Chamber of Commerce and
Civics

Hessian Helmet Fund:

Albert Goodhue

Educational Program:

Commonwealth of Massachusetts
Council on Arts & Humanities

Essex Institute Ladies Committee

Fiduciary Trust Company

Osgood, Edward H.

Phillips, Mrs. Stephen

Saltonstall, William L.

Essex Institute Historical
Collections:

Lovett, Robert W.

Shatswell, Bruce A.

Library Fund:

Jewett Family of America, Inc.

DONORS TO SPECIAL PROJECTS (Cont.)

Manuscript Processing Grant:
National Endowment for the
Humanities

Map Conservation:
Commonwealth of Massachusetts
Council on Arts & Humanities

Peirce-Nichols House:
Commonwealth of Massachusetts
Council on Arts & Humanities
Nichols, Mrs. Moira L. L.

Pingree House Fund:
Felton, Mrs. John F.
Ingraham, Mrs. Franc D.
Ordway, Mrs. Samuel H.

Pingree Papers:
Ingraham, Mrs. Franc D.
Ordway, Mrs. Samuel H.

Portrait Collection Booklet:
George Coleman, Jr., Foundation

Portrait Conservation:
National Endowment for the Arts

Restoration of George Corwin
(Curwen) Ledgers:
Salem Marine Society

Willoughby H. Stuart, Jr. &
Willoughby I. Stuart Memorial
Fund:

Gowing, Mrs. Charles D.
Coolidge, Mrs. J. Randolph

CORPORATE/INSTITUTIONAL MEMBERS 1980-1981

Almy's Stores, Inc., Salem	Eastman Gelatine Corporation,
American District Telegraph	Peabody
Company, Salem	Eaton the Druggist, Inc., Salem
Atlantic Papers, Beverly	E G & G Electron Devices Group,
Atwood & Morrill Co., Salem	Salem
Baybank and Trust Company, Beverly	Emhart Corporation, Hartford, CT
Beef 'N' Oyster House, Salem	Empire Clothing Company, Salem
Bernard's Jewelers, Salem	Essexbank, Peabody
A. Berube & Sons, Inc., Salem	Essex Office Associates, Inc.,
Beverly Savings Bank, Salem	Salem
Bistro Le Bistingo, Salem	John Flynn & Sons, Inc., Salem
Bob Brest Buick, Inc., Lynn	Gainsboro Studio, Salem
Abraham S. Burg & Gertrude Burg	Gibbs Oil Company, Revere
Charitable Foundation, Salem	Reuben A. & Lizzie Grossman
Bursaw Oil Corporation, Danvers	Foundation, Braintree
Century North Shore Bank & Trust	GTE Products Corporation, Danvers
Co., Salem	Hamblet & Hayes Co., Salem
Clarke Brothers, Inc., Salem	Hawthorne Inn Management Corp.,
Coach House Inn, Salem	Salem
The Commodore Restaurant, Inc.	Heritage Co-operative Bank, Salem
North Beverly	Hoffman's Inc., Lynn
Compass Press Division, Business	Holyoke Mutual Insurance Company,
Aid Shop, Inc., Salem	Salem
Connolly Brothers, Incorporated	Howard Johnson's North Shore,
Beverly Farms	Danvers
Country Curtains, Inc., Salem	E F Hutton & Company, Inc., Salem
Cressy-Dockham & Co., Inc.,	Ideal Finishing Co., Salem
Salem-Andover	J. B. Kidney & Company, Inc., Salem
Cricket Press, Manchester	King's Grant Inn Corporation,
Daniel Low & Company, Salem	Danvers
Danvers Motor Company, Inc.,	Kroy Tanning Company, Incorporated,
Danvers	Hartland, ME
Danvers Savings Bank, Danvers	Lally's Shoe Store, Inc., Salem
Delande's Supply Co., Inc.,	Lavender Printing Company, Inc.,
Salem	Salem
300 Derby Street, Salem	Levesque Funeral Home, Inc., Salem
Paul C. Dutelle & Co., Inc.,	The Lyceum Restaurant, Salem
Newtonville	Maynard Plastics Inc., Salem

CORPORATE/INSTITUTIONAL MEMBERS (Cont.)

McDougall Associates, Inc., Salem	Salem Laundry Company, Inc., Salem
Means Chevrolet-Olds Inc., Ipswich	Salem News Publishing Company,
Meriden-Stinehour, Inc.,	Salem
Lunenburg, VT & Meriden, CT	Salem Oil & Grease Co., Salem
Robert Murphy, Antiquarian	Salem Savings Bank, Salem
Bookseller, Salem	Sawtelle Brothers, Swampscott
National Grand Bank, Marblehead	Security National Bank, Lynn
Naumkeag Trust Company, Salem	Sertech Laboratories, Inc., Salem
New England Power Co., Salem	Shawmut Merchants Bank, Salem
Northshore Shopping Center,	Shetland Properties, Salem
Peabody	John Smidt & Company, Inc., Salem
Parker Brothers, Beverly	Soucy Insurance Agency, Salem
Pattee-Anne Shop, Salem	Soup Du Jour, Salem
George Peabody Co-operative Bank,	S. Starensier, Inc., Newburyport
Peabody	State Street Bank and Trust Co.,
Pickering Oil Heat Service, Salem	Boston
P.T. Brake Lining Company, Inc.,	Sweetheart Plastics, Inc.,
Lawrence	Wilmington
Radisson Ferncroft Hotel and	Tri-City Sales, Inc., Lynn
Country Club, Danvers	Vincent's Potato Chip Co., Inc.,
Reap, Inc., Woburn	Salem
Red's Sandwich Shop, Inc., Salem	Warren Five Cents Savings Bank,
Roger Conant Co-operative Bank,	Peabody
Salem	William Wallace & Company, Inc.,
The Salem Corporation-East India	Boston
Joint Venture, Salem	XTRA Corporation, Boston
Salem Five Cents Savings Bank,	
Salem	

LIBRARY MUSEUM-PASS MEMBERSHIPS 1980-1981

Beverly Public Library, Beverly
Georgetown Peabody Library, Georgetown
Sawyer Free Library, Gloucester
Hamilton Public Library, Hamilton
Malden Public Library, Malden
Manchester Public Library, Manchester
Abbott Public Library, Marblehead
Melrose Public Library, Melrose
Nahant Public Library, Nahant
Stevens Memorial Library, North Andover
Carnegie Library, Rockport
Salem Public Library, Salem
Swampscott Public Library, Swampscott
Lucius Beebe Memorial Library, Wakefield
Woburn Public Library, Woburn



A tempting array of merchandise is displayed in the Institute's Gift Shop.

NECROLOGY *

<u>NAME</u>	<u>DATE ELECTED</u>	<u>DATE DECEASED</u>
Mrs. Roe R. Black	Sept. 19, 1967	March 1, 1980
Mrs. Chester E. Bond	Nov. 11, 1972	Dec. 5, 1980
Mr. Chester A. Brown	Sept. 10, 1963	June 27, 1980
Mrs. Lloyd H. Coffin	May 14, 1946	May 25, 1980
Mr. Willard Cousins	Sept. 9, 1960	Nov. 26, 1980
Mrs. Raymond W. Ellis	Dec. 7, 1965	Dec. 1979
Mr. William Endicott	Sept. 9, 1950	May 1980
Mrs. Dean A. Fales, Sr.	Jan. 1 1960	Jan. 23, 1981
Maj. Gen Briard P. Johnson (USARET)	Nov. 1973	March 23, 1980
Mrs. C. Hudson Johnson	Oct. 5, 1961	July 16, 1980
Mrs. James R. Manning	April 11, 1979	1980
Mr. Frederick M. Slaughter	Nov. 8, 1955	Jan 9, 1980
Mrs. Frederick M. Slaughter	Nov. 8, 1955	Nov. 16, 1980
Mr. C. Fred Smith, Jr.	Sept. 10, 1957	March 13, 1980
Mrs. Richard C. Southwick	Nov. 27, 1978	Nov. 1980
Mr. Arlin Turner	Dec. 1972	April 28, 1980
Mr. John F. Winchester	Feb 23, 1973	1980

* The Necrology listing may be inaccurate, since our records are not always complete at the time the Annual Report is printed.

INDEX

	<u>Page</u>
Officers and Council.....	1
Committees.....	2
Staff.....	3
Ladies Committee.....	5
President's Report.....	7
Director's Report.....	10
Treasurer's Report.....	35
Special Gifts Statement.....	34
Calendar of Events.....	46
Staff Publications.....	50
Donors to the Essex Institute Fund.....	52
Donors to the James Duncan Phillips Fund.....	56
Donors to the Museum and Historic Houses.....	59
Donors to Special Projects.....	60
Corporate/Institutional Memberships.....	62
Library Museum-Pass Memberships.....	64
Necrology.....	65

Phillips Library



3 6234 10001531 5

